

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: Bagar. Monasa

Name of the College: Government Degree college [MEN]
Srikakulam.

Registration Number: 2122 0011 23003

Period of Internship: 6 weeks
From: 21/8/23 To: 30/9/23

Name & Address of the Intern Organization

Gujaratpeta (Srikakulam)
Srikakulam (District)
Srikakulam (Mandal)
Andhra pradesh (State)
pin code : 532001

University

YEAR

An Internship Report on

Learning Improvement programme

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

GIDC [MEN] Soekakulam

Under the Faculty Guideship of

Haritha Mam

(Name of the Faculty Guide)

Department of

BSC (Btzc)

(Name of the College)

Submitted by:

Baga. Manasa

(Name of the Student)

Reg.No: 2122001123003

Department of

Biotechnology

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

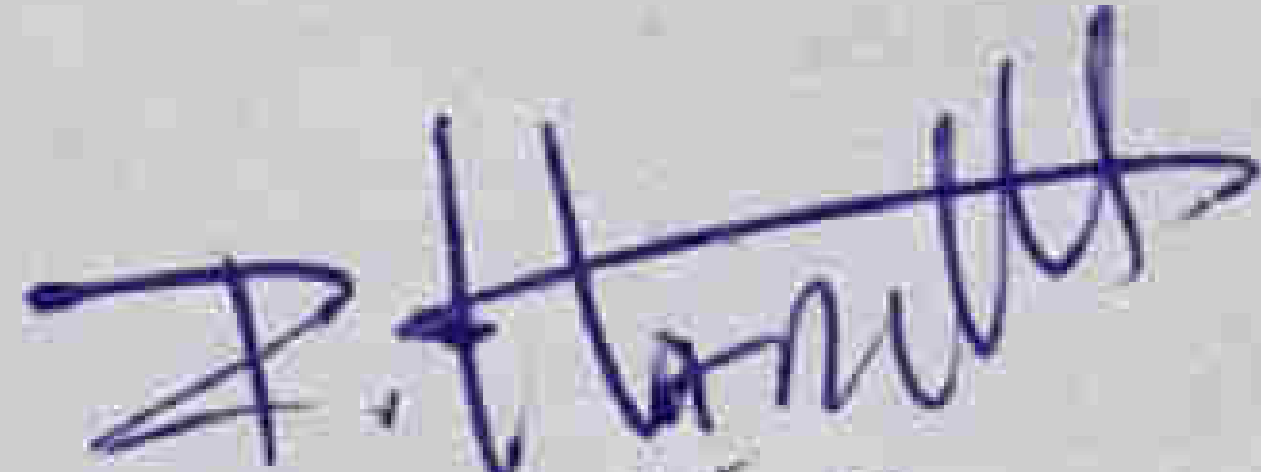
I, Baga. Manasa a student of _____
Program, Reg. No. 2122001123003 of the Department of Biotechnology
College do hereby declare that I have completed the mandatory internship
from 21/8/23 to 30/9/23 in A.V.N.M.V.H. (Name of gubasat pe(a)
the intern organization) under the Faculty Guideship of
Haritha Mam (Name of the Faculty Guide), Department of
Bsc(Biotechnology) Government Degree clg n f (M.F.N) srikak
(Name of the College) -alam.

B. Manasa
(Signature and Date)

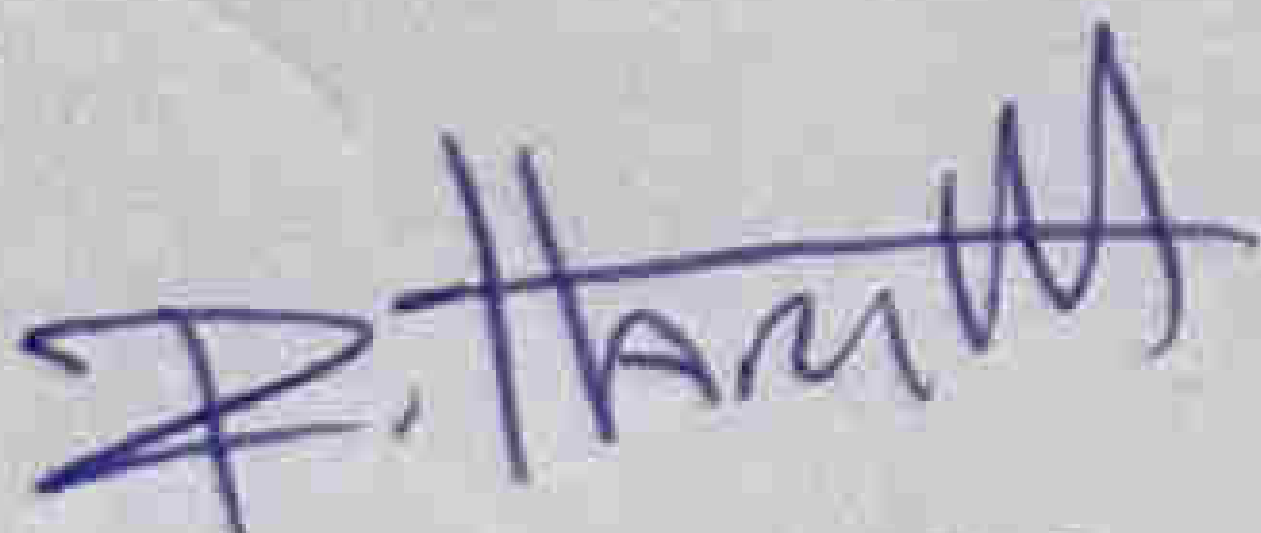
Official Certification

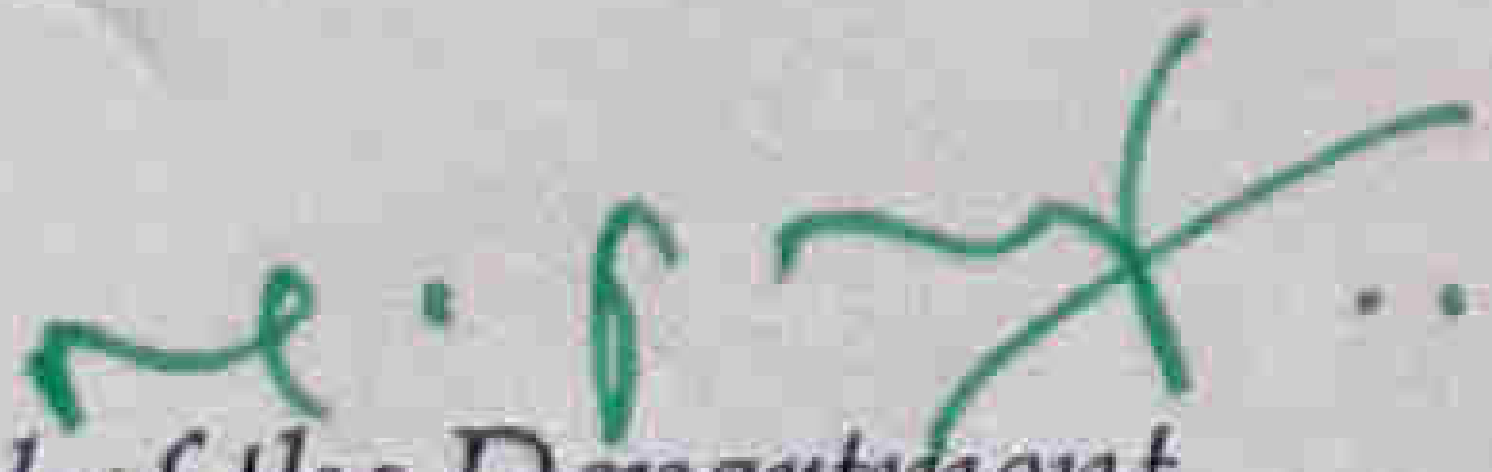
This is to certify that Baga. Manasa (Name of the student) Reg. No. 2122001123⁰⁰³ has completed his/her Internship in A.V.N.M.C.H (gufayatpeta) (Name of the Intern Organization) on learning improvement (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of (BSC) Biotechnology in the Department of GDO (MEN) Shikakulam (Name of the College).

This is accepted for evaluation.

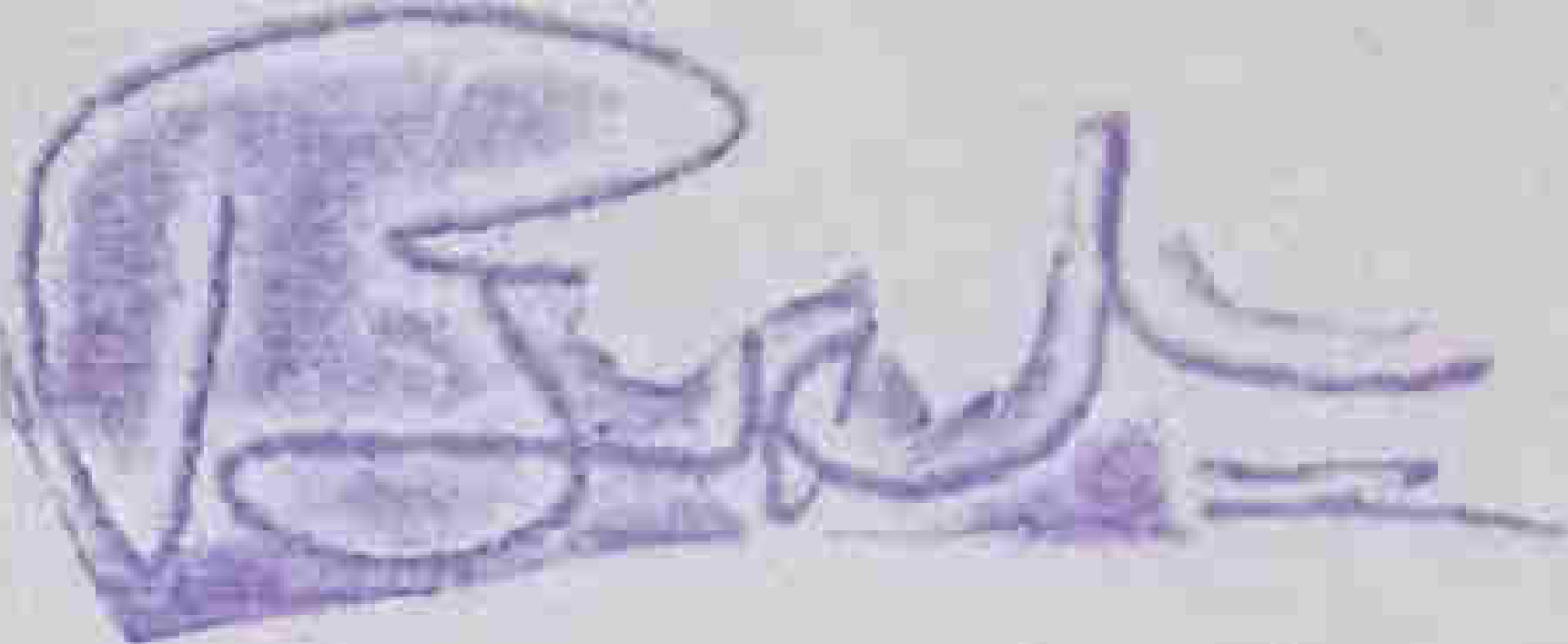

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department
COURSE COORDINATOR
Department of Biotechnology
Govt. Degree College (Men)
SHIKAKULAM-532 001

Principal



Certificate from Intern Organization

This is to certify that Baga. Manisa (Name of the intern)
Reg. No 2122001123001 of GDD(MEN) Srikakulam (Name of the
College) underwent internship in A.V.N. M.C.H (Gujarathipeta) (Name of the
Intern Organization) from 21/8/23 to 30/9/23

The overall performance of the intern during his/her internship is found to be
Satisfactory (Satisfactory/Not Satisfactory).

P. Mani 30/09/23
Authorized Signatory with Date and Seal

HEAD MISTRESS
A.V.N (V) M.C.H. School
Gujarathipeta
Srikakulam-532 005

Acknowledgements

The successful completion of this internship report would not have been possible without the support and assistance of many individuals and organisation I feel immensely blessed to have gotten this during the course of my internship programme of two months. I would like to take this opportunity to offer my earnest administration to each and everyone of them thus I have to thank each and everyone of them involved in this programme.

I am intended to my college teachers and principal for their vision encouragement and enduring interest in the internship.

And my special thanks must be given to the teachers and government teachers of A.V.N.M.C.H school Gujarathi peta srirakulam for their feed back which able to achieve skills for develop.

my last and most important thanks like to all those made his report possible and become a reality with their kind assistance.

Contents

Chapter - 1 :- Executive summary

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- * Activity log for week - 2 and weekly report
- * Activity log for week - 3 and weekly report
- * Activity log for week - 4 and weekly report
- * Activity log for week - 5 and weekly report
- * Activity log for week - 6 and weekly report

Chapter - 5 :- outcomes description

- * describe the realtime technical skills you have
- * describe the managerial skills you have acquired.
- * describe how you could improve your communication skills.
- * describe how you could enhance your abilities.
- * describe the technological development you have observed and relevant to the subject areas of training.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I joined as an intern under the organization of learning improvement programme under the UNICEF in education Department.

I visited government school named as [A.V.N. M.C.H] primary school Orujarathipeta in srirakulam. I choose education department to know the current way of teaching method of organization or government school to notice their education quality.

I noticed that this school need more teaching faculty from the government. my learning objectives are teaching techniques, methods of school procedure students behaviour and most importantly food and other special care to enhance attendance.

I came to know that they specially care to teach poor children in that area.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

I joined in the Government primary school named A.V.N.M.C.H primary school, Gujarathi Peta, which provides education to the poor people in that surroundings.

I observed some new issues raised in the school as it is in the developing condition.

I am personally able to recollect the way of government school organization working method.

As I joined as intern in that school, teachers had supported me a lot to take classes, to the students and advised me the way of teaching to a primary school students in this period of internship time.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I have joined in the Government school named municipal primary school, Gujarathi Peta for 45 days of internship.

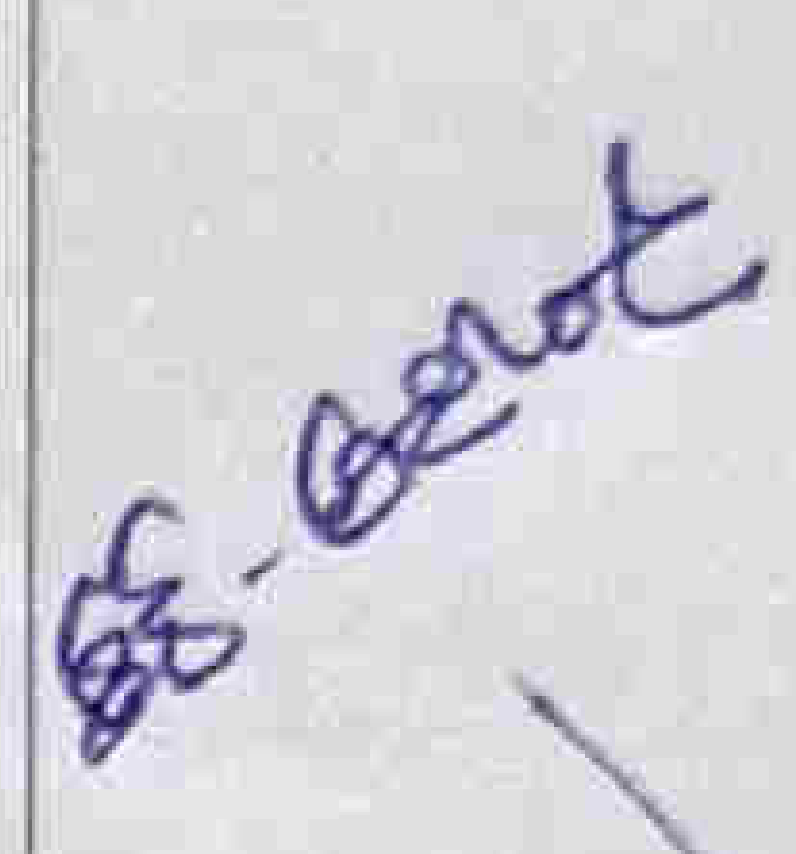
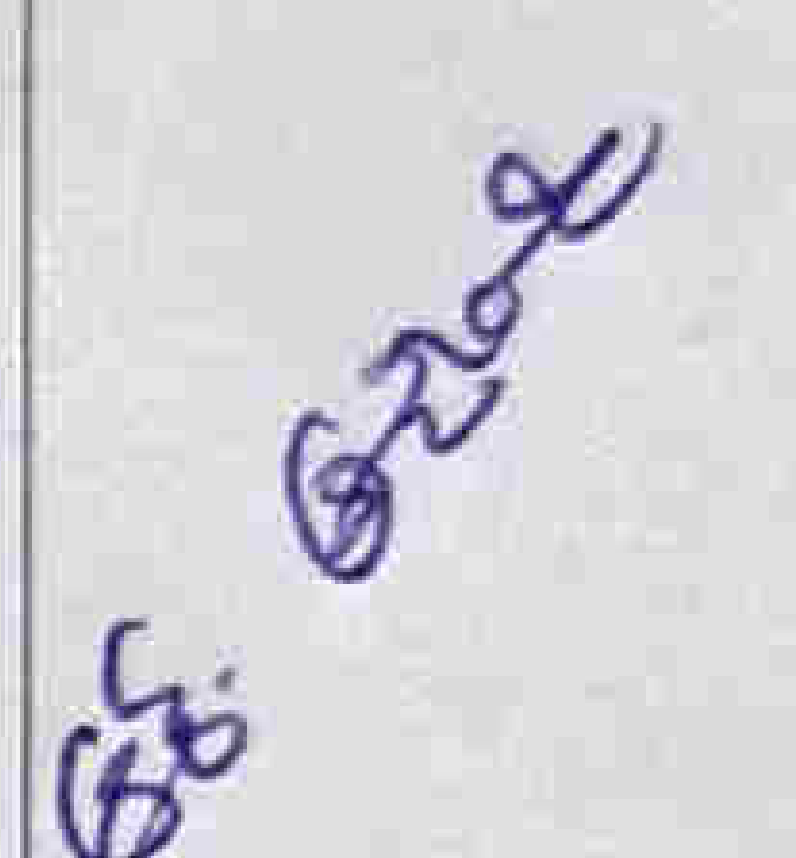
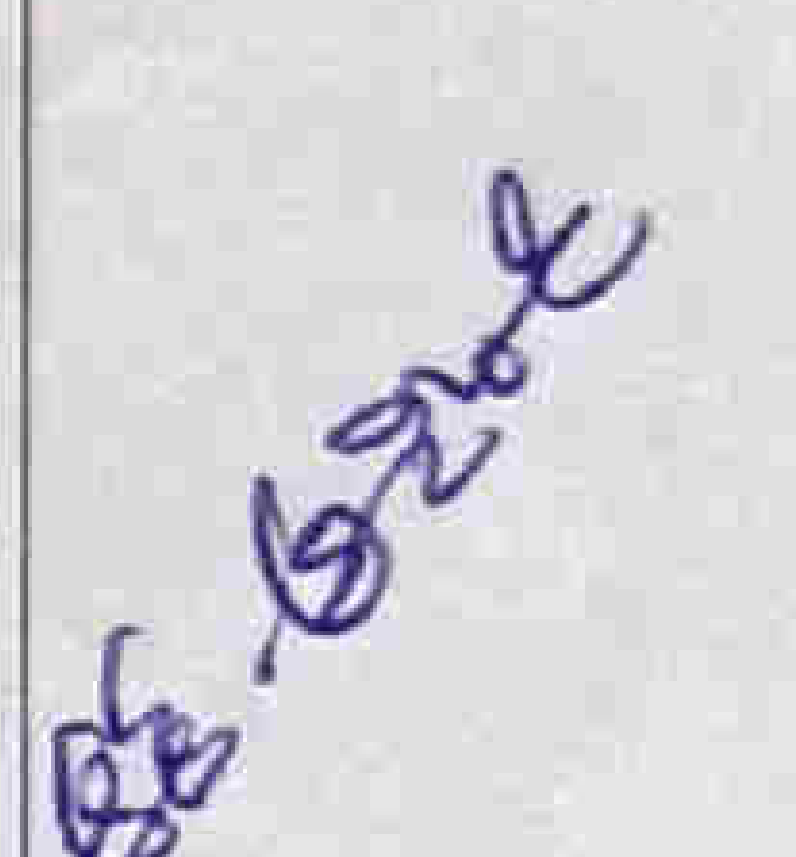
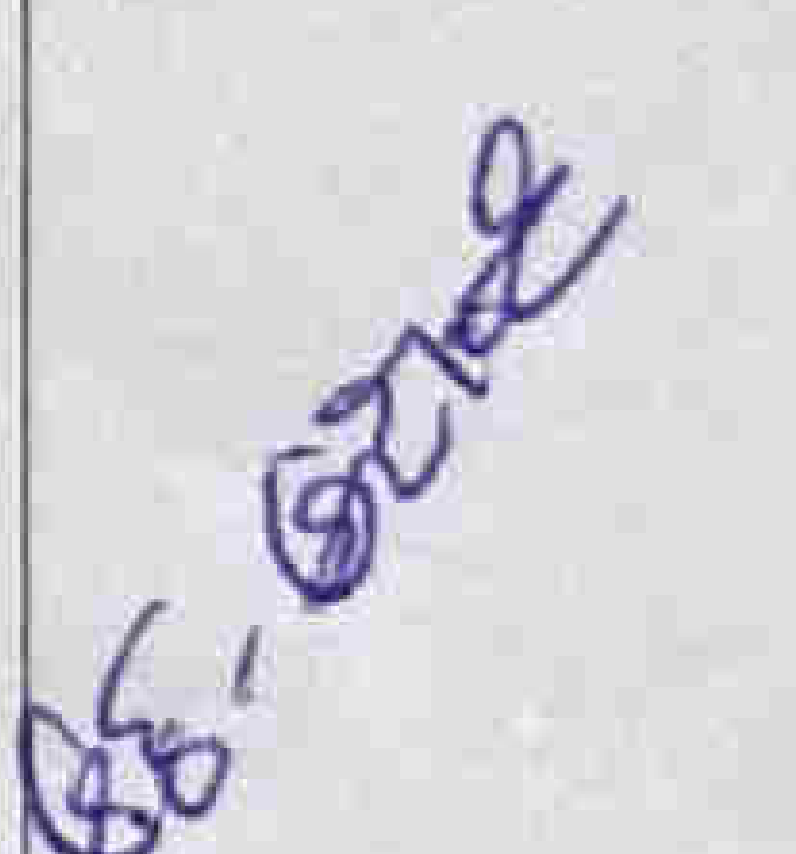
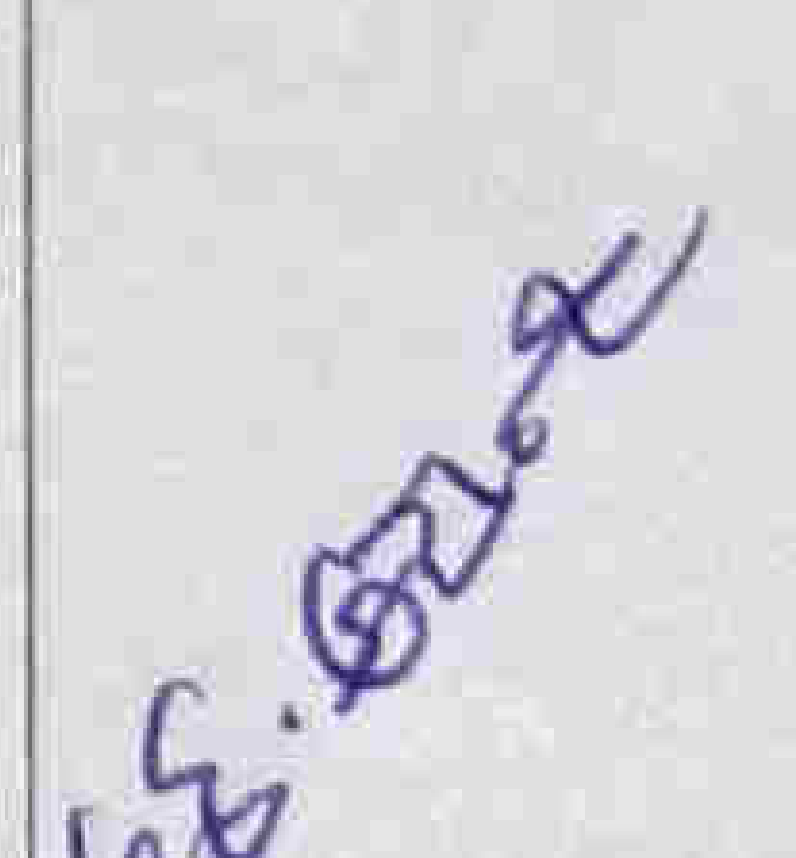
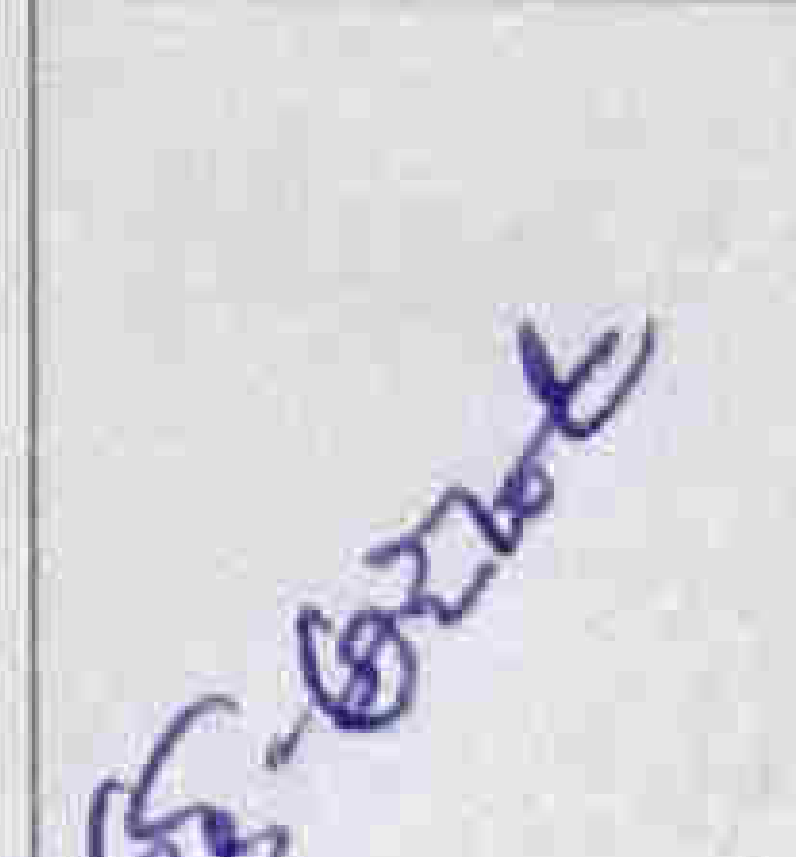
I worked as a intern in that school and I took classes to 5th classes students.

In detail, working conditions are started from 9:30 am to 4:00 PM in the school

On starting of 9:00 prayer and then classes are taken and i observed that few students were able to understand English and some of them are very active in many circular activities.

This short term internship provided me more teaching techniques and friendly behaviour and patience to deal with the students

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 21/8/23	on first day I visited A.V.N.M.C.H school gajana -shipeta srinikulam 1st mod -all start.	observation of surroundings and classrooms	
Day - 2 22/8/23	started module - 1 explained telugu story english.	controlling the students & made them delightful	
Day - 3 23/8/23	continued module - 1 maths & crafts and started module - 2.	learned how to explain things.	
Day - 4 24/8/23	explained telugu, and maths english of second module.	explained the lessons in a better way.	
Day - 5 25/8/23	varalakshmi vratam	—	
Day - 6 26/8/23	continued module - 2 arts and crafts. completed module.	learn making crafts with papers.	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23 to Dt. 26/8/23)

Objective of the Activity Done:

Detailed Report:

On the first day I joined in the internship in A.V.N.(V).M.C.H school Gujarathi Peta Srikakulam. I observed the school surroundings. I took 15 students from class 3 and class 4.

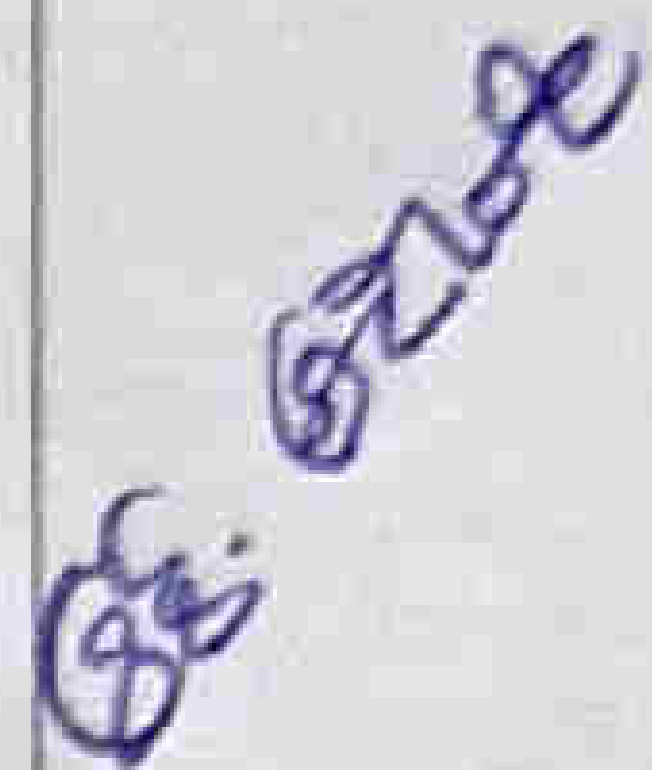
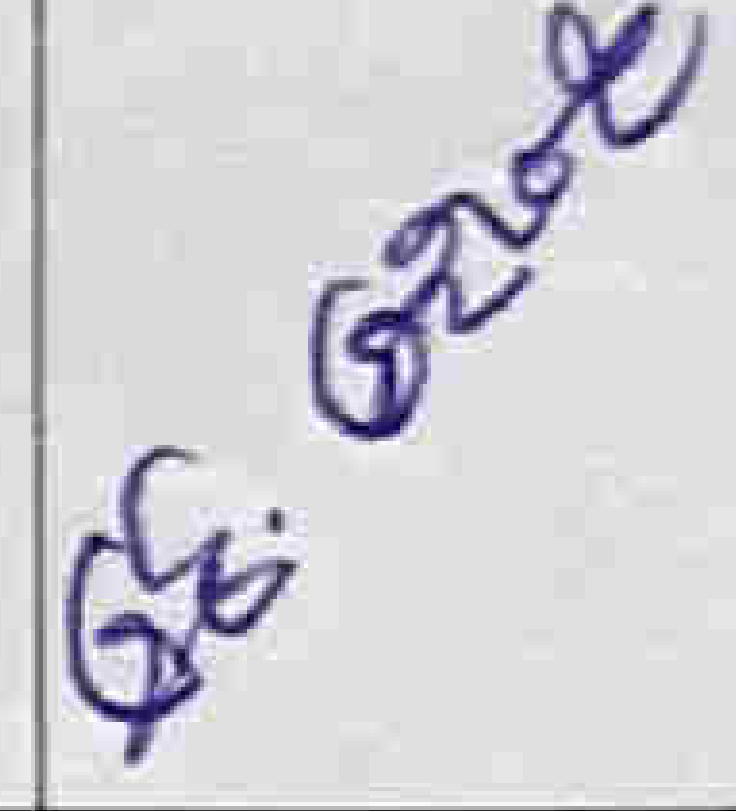
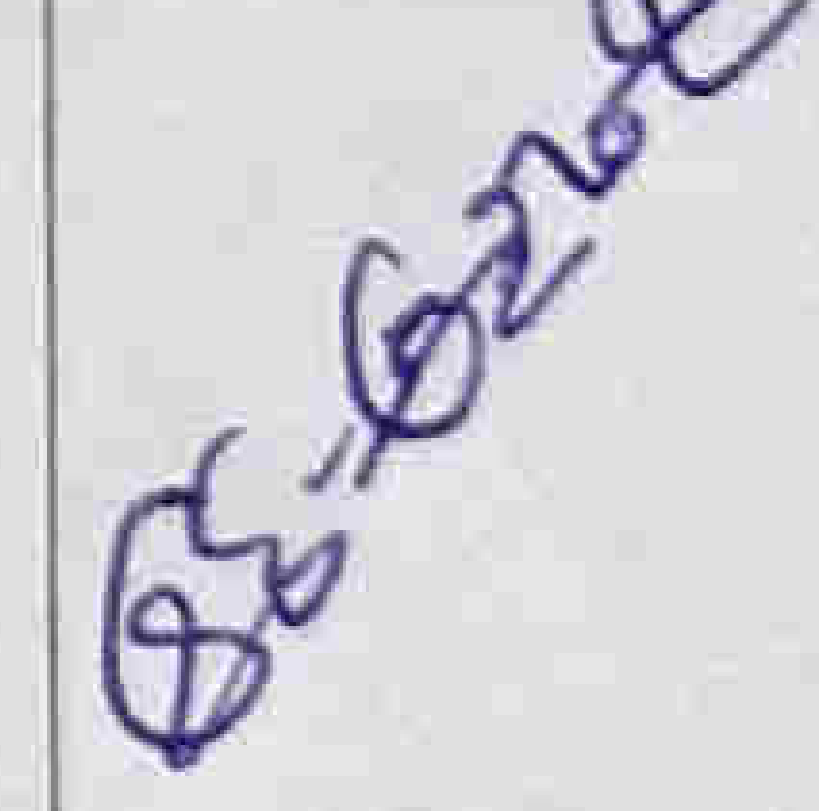
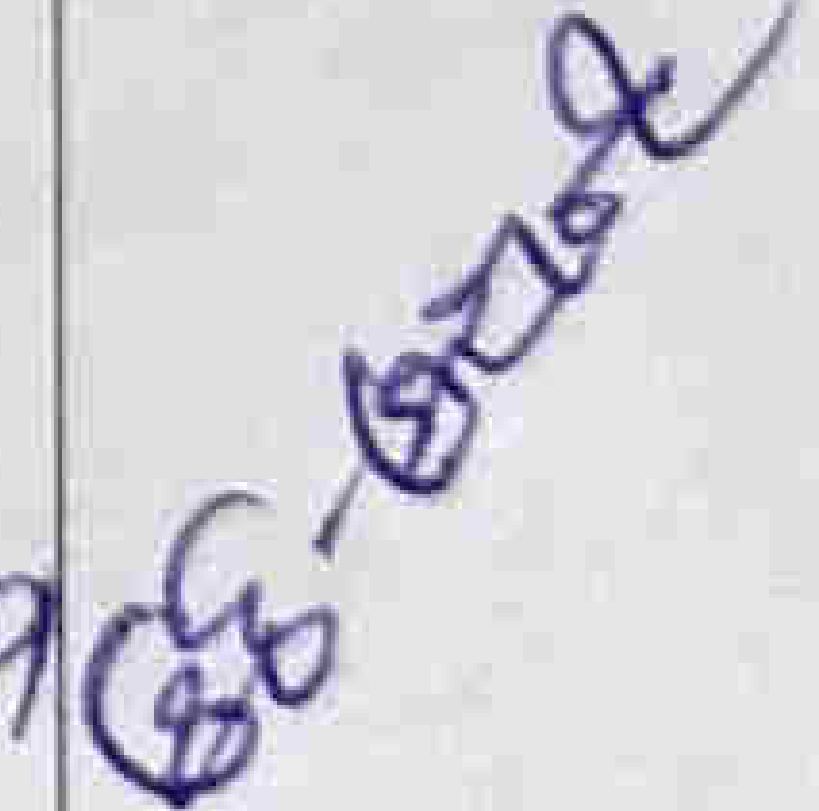
On 2nd day I started module 1. Explained Telugu story 'Simham Adavi' and English Picture reading.

On 3rd day I continued module 1 and maths. 1-9 numbers continued the arts and crafts and completed the module - 1.

On 4th day I started module 2 Telugu "Picture description English do what I say to the students.

On 6th day I continued module 2 with maths "Kappaginthulu" and craft of making masks as animals and by this I completed module 2.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 28/8/23	on this day I started module 3. I explained telugu	tried to explain the things well	
Day -2 29/8/23	I continued module 3 english	learned teaching techniques.	
Day -3 30/8/23	I continued the module 3 with some stories and maths.	Got some relaxation.	
Day -4 31/8/23	I started games of module 3 completed arts and crafts.	stress free & completed module - 3	
Day -5 1/9/23	Introduction of module 4. complete telugu english.	learned teaching techniques.	
Day -6 2/9/23	continued the module 4. maths and arts. crafts module 4 complete.	The learned new crafts module 4 completed.	

WEEKLY REPORT

WEEK - 2 (From Dt. 28/8/23 to Dt. 2/9/23)

Objective of the Activity Done:

Detailed Report:

on first day I started module 3. I explained telugu to imitate animals by wearing a face mask

on the 2nd day I started english the "clap for the words"

on 3rd day continued module 3 with maths "counting with stones"

on 4th day I revised some stories and arts and crafts complete the module 3.

on 5th day I started module 4. telugu story extension and english "finding your partners" by capital and small letter alphabets.

on 6th day continued maths portion "counting numbers in both forward and back word" and making car craft or a Duck and module 4 completed.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 4/9/23	on this day I started module 5. completed telugu	students showed interest in us.	<i>[Signature]</i>
Day -2 5/9/23	Teachers day celebrations	celebrations with students.	<i>[Signature]</i>
Day -3 6/9/23	srikrishna Janmashtami	—	<i>[Signature]</i>
Day -4 7/9/23	I completed the other portions of modules 5 maths and english	quick response from students.	<i>[Signature]</i>
Day -5 8/9/23	continued the module 5 maths and start module 6 telugu	experienced students behaviour.	<i>[Signature]</i>
Day -6 9/9/23	second saturday	—	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 3 (From Dt...4/9/23 to Dt...9/9/23)

Objective of the Activity Done:

Detailed Report:

on first day I started the next module & I completed telugu "Aristha cheptha".

on 2nd day continued the module and on the occasion of Teacher's day I celebrate the event with the students and the other teachers.

on 3rd day school has holiday due to the "Srikrishna Janmashtami".

on 4th day I continued module & english "Rhyme time maths" "assembling order" and other stories.

on 5th day module & arts / crafts of flower with lady's finger and started module 6 I complete the telugu.

on 6th day school has holidays due to the second saturday.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 11/9/23	on this day I continued module 6 english arts and crafts completed.	learning teaching technique.	G. S. Reddy
Day -2 12/9/23	I continued module 6 maths, module 6 completed.	learning teaching techniques.	G. S. Reddy
Day -3 13/9/23	I started teaching module Teaching Telugu english.	learning teaching techniques	G. S. Reddy
Day -4 14/9/23	continued module 7 module maths and crafts completed.	learning teaching techniques	G. S. Reddy
Day -5 15/9/23	I started teaching module 8 Telugu and english.	learning teaching techniques	G. S. Reddy
Day -6 16/9/23	continued module 8 maths and crafts completed.	learning teaching techniques.	G. S. Reddy

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

On first day I continued the previous in complete module 6. and completed it by teaching english 'word anthyakshari' and craft Butta Bomma - Potta Bomma."

on second day I continued module 6 with maths portion of "counting 1-99 numbers"

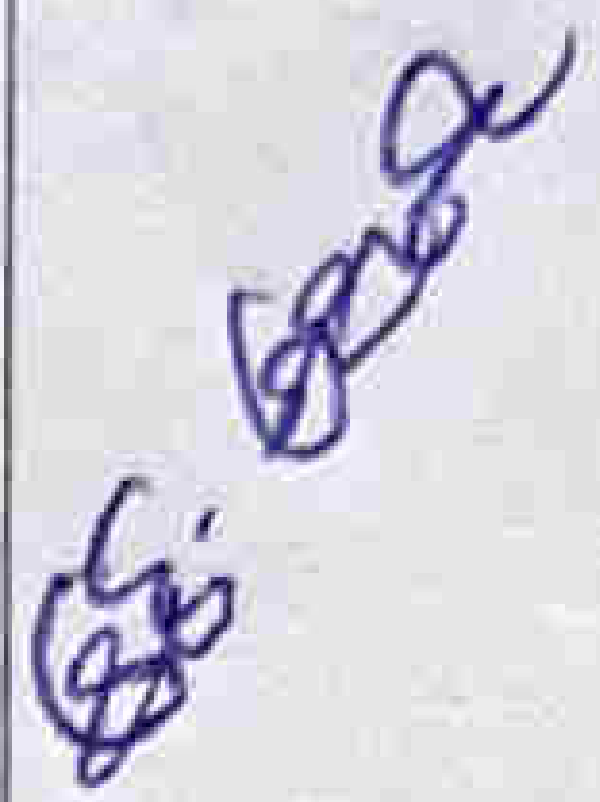
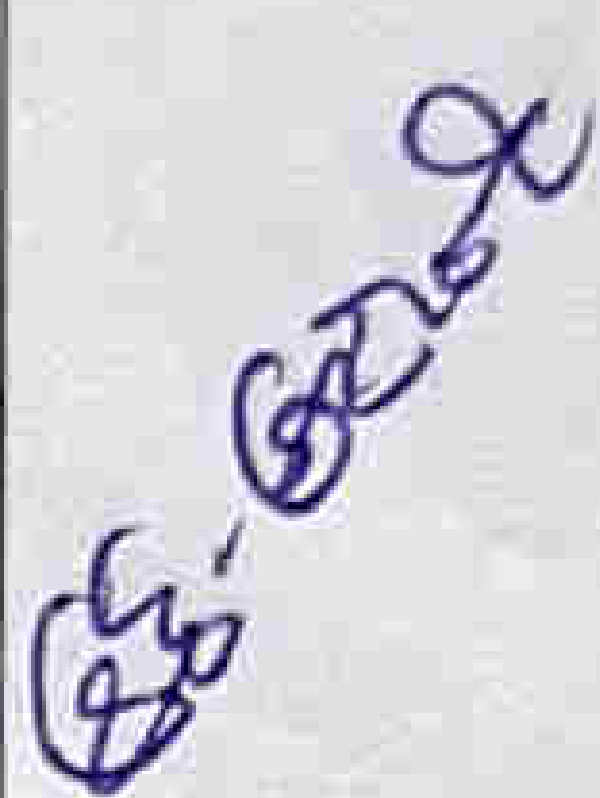
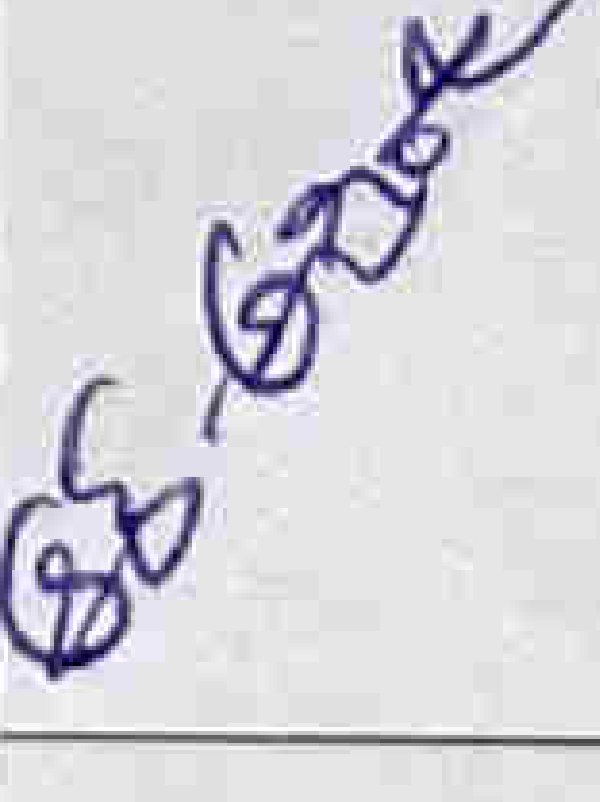
on third day I continued with module 7 - Telugu Basha krīḍalu" and english" PASSION THE BALL GAME"

on fourth day I continued the remaining of module 7 with maths "Egureedham" and maths reli' needha bomma - kotha cheppanna"

on fifth day I started module 8 and completed Telugu and english "SIMON SAYS"

on sixth day I continued the module 8 with maths "Lekkala cricket" & craft of "Rangula Bommarilu" Games' Pottukondi chudham' & module completed.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 18/9/23	Vinayaka Chavithi	—	
Day - 2 19/9/23	9th module Telugu English and maths start.	learning teaching technique.	
Day - 3 20/9/23	I continued 9th module arts and craft completed	learning teaching technique	
Day - 4 21/9/23	I continued module 10th English, Telugu maths start.	learning teaching technique.	
Day - 5 22/9/23	10th module arts and crafts completed.	learning teaching technique.	
Day - 6 23/9/23	I continued game 10th module games and storys teaching.	learning teaching technique.	

WEEKLY REPORT

WEEK - **5** (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

on first day - school is closed due to holiday on the occasion of vinayaka chavithi"

on second day I started module 9. I complete telugu chadavandi - Rayandi, podhula phupondi"

on third day - I continued module 9 maths

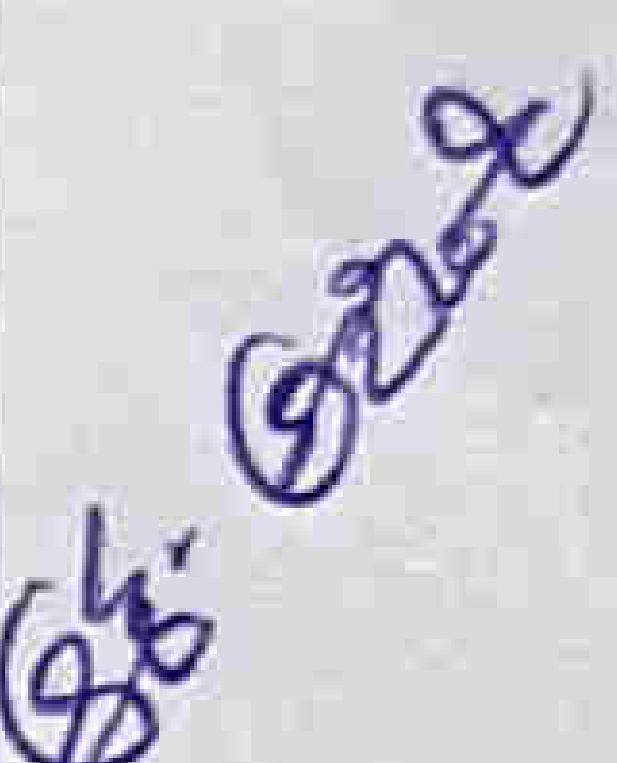
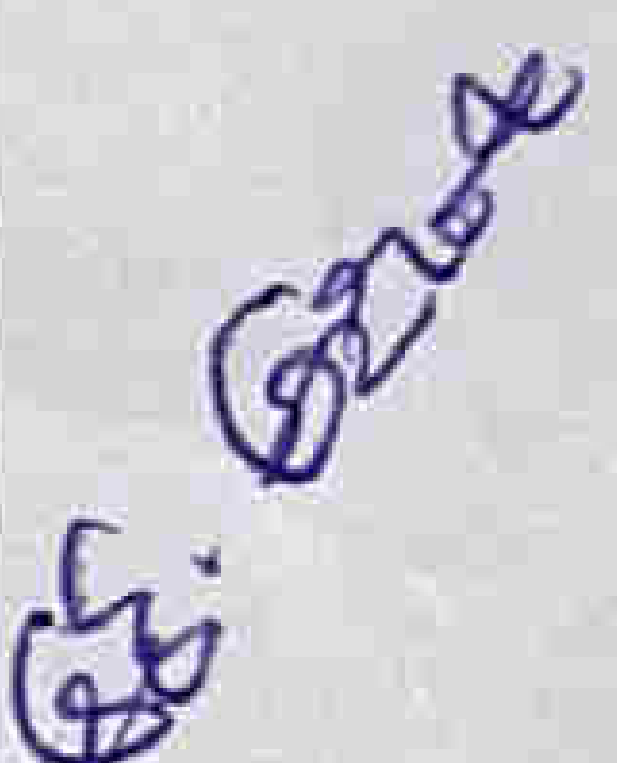
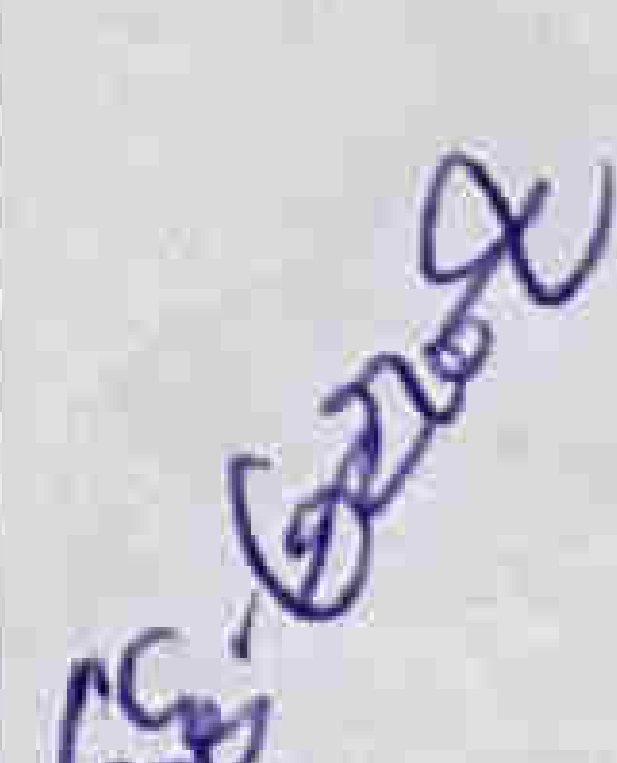
"ganitha kanyakalapolu.

on fourth day I continued module 9 English "colour colour which colour?" and cartt "Bommalu ehresthnoch" it module 9 is completed.

on fifth day I started with some storys and games with children and start module 10

on sixth day I started module 10 telugu "nine epttha"

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 25/9/23	11th module Telugu English, maths, start.	learning teaching technique	
Day -2 26/9/23	11th module arts, and crafts start.	learning teaching technique.	
Day -3 27/9/23	I continued 11th module games and stories completed	learning teaching technique.	
Day -4 28/9/23	Id - e - milad	=	
Day -5 29/9/23	12th module Telugu English, maths start.	learning teaching technique.	
Day -6 30/9/23	12th module arts and crafts, games completed.	learning teaching technique.	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

on first day - I started module 10 with English "say about me"

on second day - I continued module 10 maths.
"How to spend money."

on third day continued module 10 crafts "sagam sagam" and played game "chudandi" and aadundi"

on fourth day school is closed due to holiday on the occasion of Eid-e-Milad.

on fifth day I started module 11, 7 completed Telugu "chudandi rayandi" English "word web"

on sixth day I complete the module "maths "snake and ladder" craft Pullana "I" I complete module " and I shared my few experiences with the I enjoy with students on the last day.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Intern's work environment is one of the aspects of intern's quality addressed in this report.

The people of A.V.N.M.C.H school in Srikakulam mandal, Srikakulam District and Gujaraathipeta area, where I found a good interacting staff. As well as an intern under learning improvement programme organized by UNICEF which ables to improve our teaching techniques. we was given a desk like chalk. our role is to enhance the students and observe them. Analysing all activities by students and staff. Our timings are from 9:30 AM to 4:00 PM.

The Headmaster and the teachers are very polite and humble to me the students are very friendly and interactive which made me socialise with them very easily. The other interns were also cooperative in work. we as our inter team were very active & focussed in the work. we were also given space for our process which made our internship very usefull for us.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

There are some technical skills, I have acquired from this internship.

I have know about how to put my knowledge and skills into practice. As we provided a schedule to teach them. which is a module where it contains Telugu, English, maths, art and ~~craft~~ and a game for the children which enhance my communication skills and built a friendly relationship with the children and staff at my working place. I learned that every department has it's own work. I was very curious to learn to new skills from several department of the school. Head master and the staff clarified my each and every doubt about the school.

Asking and receiving feed back is very important. It is essential to take note of both the positive and negative points for future. I came to know that asking & receiving feed back may difficult at that time to here but it has a huge impact in future.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc).

There are some managerial skills. I have acquired from this internship.

I learned how to effectively deal with people and developing my managerial skills. As we provided a module by ZTP programme through an app we have our assigned work to complete with respect to time that we have. We as an intern in that school I learned to manage time and work that engaged with several departments of school.

We have kept notes to note down the observations that we made every day such as. The food that they provide, books and other essentials for their studies. Our intern team hold a meeting session to discuss several aspects to enhance the child education & mental stability we planned to improve their academic progress by several motivations and other activities. We discussed about our performances in the school in teaching.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

I have huge improvement in communication skills in this internship in A.V.N.M.C.H school curriculum Gujarathi Peta area.

As we have been always interactive with students and staff - our communication skills improved day by day. As we feel tense to talk with initially but later we feel comfortable to talk. As we improved our communication skills writing on blackboard feels anxiety at initial stage takes. We feel confident in teaching by the advices given by the teaching staff.

Our intern team had many discussions which improve my speech skills which helps to improve my conversation and greeting. appreciates and other wishes we have also developed few teaching skills in our internship.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Team work is one of the most significant skills.

I have learned in my work place.

We the interns of municipal elementary school in Gujarathi peta street of srirukulam formed as a team to enhance and improve our work in an efficient way.

Firstly all of us, doesn't have any relation between each other, but gradually we become a team and each one become the leader of that team. Where we conduct discussions on every week to enhance the children. which plays a vital role in our performance at work place.

Working as a team member and leader in the interteam made we know about how to work and manage the team. It makes me to interact and cooperate each other to manage our work efficiently. It gave a practical knowledge, experience to me.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The Government has taken a big leap in implementing technology in education system to amplify digital transformation of schools.

The municipal elementary school in Egarathirita area of Srikakulam district needs is in this stage of academic years.

The Headmaster updates the information of school through smart phone. He scan faces of the students and verify their day to day attendance, and he also take photograph of the children during their lunch time or their menu and nutritive food.

The Headmaster observed the teaching method in every classroom and he asked us to practice the academic year in English medium. When compared to our school day, Government schools had a great development. Children of that school is always maintained by the teacher to their safety.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Baga. Manasa</u>	Registration No: <u>2122001123003</u>
Term of Internship: From: <u>21/8/23</u> To: <u>30/9/23</u>	
Date of Evaluation:	
Organization Name & Address:	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5 ✓
2	Written communication	1	2	3	4 ✓	5
3	Proactiveness	1	2	3	4 ✓	5
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4 ✓	5
8	Work Plan and organization	1	2	3	4	5 ✓
9	Professionalism	1	2	3	4 ✓	5
10	Creativity	1	2	3	4	5 ✓
11	Quality of work done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4 ✓	5
13	Understanding the Community	1	2	3	4	5 ✓
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

Date:

B. Manasa
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Baga. Manasa</u>	Registration No: <u>21220011 23003</u>
Term of Internship: From: <u>21/8/23</u> To: <u>30/9/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>AVN MCH SCHOOL, SRIKAKULAM</u>	
Name & Address of the Supervisor with Mobile Number <u>Smt P. Indira Mani</u> <u>9490282111</u>	

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	④	5
2	Written communication	1	2	3	④	5
3	Proactiveness	1	2	③	4	5
4	Interaction ability with community	1	2	③	4	5
5	Positive Attitude	1	2	3	4	⑤
6	Self-confidence	1	2	3	④	5
7	Ability to learn	1	2	3	④	5
8	Work Plan and organization	1	2	3	④	5
9	Professionalism	1	2	3	④	5
10	Creativity	1	2	3	④	5
11	Quality of work done	1	2	③	4	5
12	Time Management	1	2	3	④	5
13	Understanding the Community	1	2	3	4	⑤
14	Achievement of Desired Outcomes	1	2	③	4	5
15	OVERALL PERFORMANCE	1	2	3	④	5

Date: 30.09.2023

Signature of the Supervisor P. Mani 30/9/2023

Page No:

HEADMISTRESS
A.V.N (V) M.C.H. School
Gujarathipeta
Srikakulam-532 005



EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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